

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 6, 2007

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TITLE:	Emergency Preparedness Training/Exercise Coordinator
POSITION NO:	07160
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 20, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Transcripts and a resume are due at time of application.

If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess an Associate's degree and three years of related job experience. Salary depends on education and experience.

TYPICAL DUTIES: This position serves as an Emergency Preparedness and Training Specialist for the division and is responsible for developing, coordinating, and delivering emergency preparedness and training programs and activities (e.g., distance learning and training exercises) to develop a strong public health system and workforce that provide the foundation for Montanans to live safe and healthy lives by preparing for and responding to public health emergencies; developing Montana's public health workforce; strengthening Montana's healthcare network; monitoring and maintain emergency preparedness, training, and distance learning program operations including contracts, grants, websites, and databases; and coordinating outreach, promotion, technical assistance, and

related functions to promote and encourage participation in training and education programs. This position reports directly to the Montana Public Health Training Institute Supervisor and does not directly supervise other agency personnel.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of the adult learning, public health, and emergency preparedness fields; program, grant, and contract administration; training methods and techniques; information technology applications including data analysis, internet communication, and distance learning applications; public health core competencies; the CDC's national public health standards; public health emergency preparedness and training; disaster, disease outbreak, and emergency response procedures, guidelines, and standards; bio-terrorism threats and responses; public relations; marketing; adult and community education principles; business, technical, and media communications; and federal, state, and department regulations and requirements pertaining to public health programs.

Skills: Skill in assessing community needs; analyzing, interpreting, and applying regulatory and contract requirements to unique situations; operating standard office technologies and software; developing and delivering public presentations and outreach materials; operating a computer, website, learning management system, and satellite broadcast system; database management; and excellent written and verbal communication.

Abilities: Ability to align behavior with the needs and goals of the organization and provide a visible role model for others; provide timely and concise information to others verbally, nonverbally, and in writing; focus efforts and energy on successfully attaining organizational goals and objectives; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in a public health, education, behavioral/social sciences, communications, or related field **AND** three years of experience in public health or training program administration including experience with needs assessment, training delivery, and emergency preparedness or distance learning. Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school is **due at time of application**. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*);
4. A resume is required **at time of application**; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

TITLE: Emergency Preparedness Training/Exercise Coordinator

POSITION: #07160

LOCATION: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Your responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Your answer to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your training and experience in designing, implementing, and evaluating training activities, drills, or exercises, and/or participating in drills and exercises as a participant. Please be specific as to your role, level of involvement, and responsibility.
2. Please describe your experience in tracking and reporting training, exercises, and other forms of training activities. Please be specific as to your role, level of involvement, and responsibility. Be sure to include any experiences using a learning management system.